

Solid Waste Information and Assessment (SWIA) Program On-line Instructions

IMPORTANT: Revisions to the Solid Waste Information and Assessment Program Reporting Table – Form DEQ 50-25 and instructions were made. Facilities submitting hard copies for the current reporting period are encouraged to use DEQ Form 50-25 dated 11/26/2012. Captive industrial facilities have special instructions below. Landfills that are mining materials should review reporting instructions in Waste Management section b.

Captive Industrial Landfills Basic Instructions

Complete items 1-8. Skip items 9A and 9B. Item 10 - Check “Yes” or “No” for active scales. If “No” active scales then complete total amount landfilled in cubic yards. If “Yes” active scales then select “Waste amounts measured in: Tons” just below item 12. Go to row 15 and enter 15(a) Total Amount of Waste Received and 15(d) Landfilled On-Site. Item 11 – Originating jurisdiction will be “Virginia.” Additional information may be entered in the Facility Comments. More detailed information may be found in the instructions below.

All Captive Industrial Landfills enter information for 1 – 8. Skip 9A and 9B.

SOLID WASTE INFORMATION AND ASSESSMENT PROGRAM REPORTING TABLE - FORM DEQ 50-25

1	Facility Name <i>Enter</i>			
2	Permit Number <i>Enter</i>	3 Date Submitted to DEQ <i>Enter</i>	4 Annual Reporting Period 2011	
5	Preparer's First Name <i>Enter</i>	Middle Initial <i>Enter</i>	Last Name <i>Enter</i>	6 Telephone <i>Enter</i>
7	Preparer's E-mail Address <i>Enter</i>			
8	Has there been a change to the Annual Fee Billing Contact, Address or Telephone Number? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Check a box</i>			
	Contact First Name <i>Enter</i>	Last Name <i>Enter</i>	Contact Phone <i>Enter</i>	
	Address <i>Enter</i>			E-Mail <i>Enter</i>
	City <i>Enter</i>	State <i>Enter</i>	Zip Code <i>Enter</i>	
9 A	Remaining Permitted Capacity <i>N/A</i> Cubic Yards		If a facility's permitted capacity is reported in tons, please note this below in Facility Comments. DEQ will apply conversion factors based on the type of waste in order to calculate the volume and the number of years of permitted capacity available in the state.	
9 B	Expected Remaining Permitted Life <i>N/A</i> Years			

“No” Active Scales - enter information for Rows 10 and 11.

10	Does facility have active scales? <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No Note: facilities with no active scales must enter the total amount landfilled in cubic yards.	Total amount landfilled in cubic yards for all jurisdictions XXX,XXX
11	Originating Jurisdiction VA - Virginia	11A Statement of Economic Benefits submitted? <input type="checkbox"/> Yes or <input type="checkbox"/> No

“Yes” Active Scales – enter information for Rows 10 and 11. Below Row 12 check waste amounts measured in Tons. Enter tons landfilled on row 15, column (c).

10	Does facility have active scales? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No Note: facilities with no active scales must enter the total amount landfilled in cubic yards.								Total amount landfilled in cubic yards for all jurisdictions			
11	Originating Jurisdiction VA - Virginia								11A Statement of Economic Benefits submitted? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
12	Facilities landfilling VA incineration ash								Use the supplemental form to provide the facility from which ash was received and the amount.			
Waste amounts measured in : <input checked="" type="checkbox"/> Tons or <input type="checkbox"/> Cubic Yards												
Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
13 Municipal Solid Waste												
14 Construction/ Demolition/Debris												
15 Industrial Waste	XXX,XXX		XXX,XXX									

These on-line instructions are designed to assist facilities with completing the required reporting form DEQ Form 50-25. A copy of each form submitted should be maintained in your facility files. The items are numbered to correspond to the numbered fields on Form DEQ 50-25. The on-line form users are advised to follow the order provided below for entering the data.

IMPORTANT: Please note that once a SWIA form is **submitted successfully** online AND received by DEQ with a valid preparer's e-mail address, a confirmation e-mail will be sent immediately to the preparer's e-mail address. In the event that an e-mail message **is not received** from DEQ, please send an e-mail stating the facility name and the permit number to swia@deq.virginia.gov for immediate assistance.

If you would like to provide any additional information, please use the facility comment field on bottom of the form. Please follow the instructions for format details for data entry.

After entering the data for each jurisdiction, press "Submit" button (bottom of the form). To add data for another Jurisdiction, Press "Submit Another."

If you would like to edit or verify the data already submitted, you can log back into the SWIA application and you can view all the data submitted recently by Jurisdiction.

Please print a copy for your records and see item 26 for printing details.

Facility login: Enter the permit number (i.e.: SWP001, PBR965), permit issue date (i.e., 05/17/1981) and the Pin Number assigned to your facility. If you have an Emergency Permit (EMG) you must submit a hard copy to your Regional Office.

1. Facility Name - Automatically populated.

The facility name is populated automatically as entered on login screen.

2. Permit Number. - Automatically populated.

3. Date submitted to DEQ - Automatically populated.

4. Annual Reporting Period - Automatically populated.

5. through 7. Preparer's Name, Telephone Number and E- Mail Address

This is the name, telephone number, and e-mail address of the person responsible for preparing the DEQ Form 50-25. Please enter the 10-digit telephone number (Example: 8040001234). The e-mail address will be used to acknowledge the information submitted to DEQ.

8. Billing Information Change

Note: Facilities shall provide the Billing Contact E-Mail address which may be different from the Preparer's E-mail address. Select the "yes" or "no" button regarding any changes to the Annual Fee Billing Contact, Address, or Telephone Number information from that which appeared on the fee bill DEQ sent to your facility the previous year (2012). Update contact information with any changes. **Please enter the 10-digit telephone number (Example: 8040001234).**

9A. Remaining Permitted Capacity - A maximum 10 numbers before the decimal point and 4 numbers after the decimal point is allowed. No commas (Example: 999999999.9999).

- **Only required for landfills.** Captive industrial landfills all other facilities leave blank – or enter "0."
- Remaining Permitted Capacity means the space remaining in the landfill that is available for disposal as of December 31 of the reporting period (e.g. report the landfill space remaining, as determined for Dec. 31, 2012 for the 2012 reporting period, submitted to DEQ by March 31, 2013).
- Remaining Permitted Capacity Calculation:

$$\begin{array}{ccccc} \text{Remaining} & & & & \\ \text{Permitted Capacity} & = & \text{Volume Specified} & - & \text{Landfill Volume} \\ & & \text{in Part B Permit} & & \text{Already Used} \end{array}$$

Report the capacity in cubic yards. If your facility reports this information in tons, DEQ will use simple conversion factors to obtain the capacity in cubic yards.

- Future proposed expansions not included in the approved Part B Permit area may not be included in this capacity calculation.
- This capacity information can also be obtained from the calculations performed to comply with air requirements found in 40 CFR Subpart WWW (40 CFR 60.750-60.759).

9B. Expected Remaining Permitted Life (maximum 5 characters)

This information is required for landfills other than captive industrial landfills. All other facilities enter "0" or leave blank. Based on your facility's site specific operating criteria (e.g. rate of filling the landfill), report the number of years of disposal capacity that is available (the number of years it will take for the landfill to reach 100% capacity and will no longer accept waste.)

10. Does facility have active scales?

Select the “yes” or “no” button. Facilities that landfill and have no active scales must enter the total amount of waste landfilled in cubic yards.

11. Originating Jurisdiction (i.e. state, territory or country) - Press "submit" button after entering data for each Jurisdiction

- Select the jurisdiction from which the waste originated.
- For waste received from within Virginia, only one form must be completed. Waste from other jurisdictions that passes through a Virginia transfer station and goes to a Virginia landfill for disposal is to be reported by jurisdiction on Form DEQ for 50-25 for the transfer stations and is reported as having originated in Virginia at the final disposal site.
- For waste received from outside Virginia, a separate form must be completed for each jurisdiction from which the waste was received. A jurisdiction is a state, territory, or country. (Example: If you receive waste from the state of New York, and/or New York City, the jurisdiction is "New York." Wastes received from Washington, D.C. and Puerto Rico, are all individual jurisdictions.)
- Stating that the waste originated in the United States does not meet the reporting requirements.

11A. Statement of Economic Benefits - At the option of the facility owner, §10.1-1413.1 of the Code of Virginia allows the submission of data regarding the economic benefits to the locality where the facility is located. A separate form is provided for this information. Check the yes or no box regarding the submittal of this optional information for the preceding calendar year. The form is available for download.

12. Facilities landfilling VA incineration ash – If a facility landfilled incineration ash generated by a Virginia incinerator, then Row 12 must be completed to receive a billing credit. For each Virginia incinerator from which ash was received enter the amount of ash landfilled. Use the same units of measure (Tons or Cubic Yards) for Rows 12 -24. **Note:** Ash brought on-site to be used as alternate daily cover should not be included.

Waste Information

This section reports the origin, types, and amounts of waste managed. Information must be provided concerning the originating jurisdiction of waste received. For this section, waste amounts can be entered either in tons or cubic yards. For amounts reported in cubic yards, DEQ will use simple conversion factors to obtain estimated weights. Please specify reporting units under “Facility Comments.”

****Waste Types** - Definitions are provided below to assist facilities with completing Form DEQ 50- 25. Specific definitions can be found in the Virginia Solid Waste Management Regulations (9 VAC 20-81-10) and the Regulated Medical Waste Regulations (9 VAC 20-120-10). Waste types are identified on separate rows (13 – 24) of Form DEQ 50-25.

Tire chips, mulch and other items that are used solely as alternate daily cover will not be reported on this form. Daily cover will not be considered a waste for the purpose of solid waste information assessment.

13. Municipal Solid Waste means waste which is normally composed of residential, commercial, and institutional solid waste and residues derived from combustion of these wastes. NOTE: Paper and cardboard should be recorded in the row labeled "Municipal Solid Waste." Incinerated MSW must be reported as incinerator ash.

14. Construction/Demolition/Debris means construction waste, demolition waste, and/or debris waste. These wastes must be recorded cumulatively in this row.

- **Construction waste** means solid waste which is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings, and other structures. Construction wastes include, but are not limited to lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, paving materials, and metal and plastics if the metal or plastics are a part of the materials of construction or empty containers for such materials. Paints, coatings, solvents, asbestos, any liquid, compressed gases or semi-liquids and garbage are not construction wastes.
- **Demolition waste** means solid waste which is produced by the destruction of structures and their foundations and includes the same materials as construction wastes.
- **Debris waste** means wastes resulting from land clearing operations. Debris wastes include, but are not limited to stumps, wood, brush, leaves, soil, and road spoils. NOTE: Concrete and asphalt should be recorded in the row labeled "Construction/Demolition/Debris."

15. Industrial Waste means any solid waste generated by manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include, but is not limited to, waste resulting from the following manufacturing processes: Electric power generation; fertilizer/agricultural chemicals; food and related products/by-products; inorganic chemicals; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment. This term does not include mining waste and oil and gas wastes.

16. Regulated Medical Waste (RMW) means solid waste as defined in the Regulated Medical Waste Management Regulations (9 VAC 20-120-10). RMW that is treated on-site is reported in column (h) "Other." RMW medical waste that has been treated is municipal solid waste and should be reported on line 13 under column (i) "Sent Off site to be Treated, Stored or Disposed." Captive RMW facilities (facilities that do not treat wastes from other businesses) are not required to report their waste management activities. Note: Regulated medical waste may not be disposed in a landfill, recycled, composted, or mulched. See the boxes below. Do not enter numbers in the boxes with an "X."

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
16 Regulated Medical Waste		X	X	X	X		X		X			

17. Vegetative/Yard Waste means vegetative waste and yard waste. These wastes must be recorded cumulatively in this row.

- **Vegetative waste** means decomposable materials generated by yard and lawn care or land clearing activities and includes, but is not limited to, leaves, grass trimmings, woody wastes such as shrub and tree prunings, bark, limbs, roots, and stumps
- **Yard waste** means a subset of vegetative waste and means decomposable waste materials generated by yard and lawn care and includes leaves, grass clippings, brush, wood chips, and shrub and tree trimmings. Yard waste shall not include roots or stumps that exceed 12 inches in diameter.
- Vegetative waste/yard waste that has been open burned is reported in column (h) "Other Than Mulched." Do not report this amount in column (e) "Incinerated On-site."
- Brush should be recorded in the row labeled "Vegetative/Yard Waste."
- Any vegetative waste or yard waste remaining on-site at the end of the reporting year that has not been mulched, composted, or burned is reported in column (g) "Stored On-site" end of reporting period.

18. Incineration Ash means fly ash or bottom ash residual waste material produced from incineration or burning of solid waste. Coal ash is not reported on this row. Coal ash is reported as industrial waste, on line 15. **Facilities that incinerate or open burn waste should report the amount of ash generated on their report in the appropriate waste management column.** In the example below: 1,000 tons of MSW was received and incinerated; 250 tons of ash was produced and sent off-site to be treated, stored, or disposed.

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
13 Municipal Solid Waste	1,000					1,000						
18 Incineration Ash										250		

Facilities that receive ash created at a Virginia permitted facility must list the ash as a Virginia jurisdiction.

19. Sludge means any solid, semi-solid or liquid waste generated from a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of treated effluent from a wastewater treatment plant. For the purposes of this form, the waste type "Sludge" excludes sludge land applied in accordance with Va. Code §32.1-164.

20. Tires means whole tires that have been discarded because they are no longer suitable for their original intended purpose because of wear, damage, or defect. (See 9 VAC 20-150- for other definitions in the waste tire program.) Whole tires that have been ground into chips or shred should be reported as "Other Than Mulched" in column (h). Any allowable use of the tire chips either off site, or as daily cover on-site should not be reported. If tire chips or shred are brought on-site as an alternative daily cover, they will not be reported on this form.

21. White Goods means any stoves, washers, hot water heaters, and other large appliances.

22. Friable Asbestos means any waste material containing more than 1% asbestos as determined using the polarized light microscopy methods specified in 40 CFR Part 763, Subpart F, Appendix A, Section 1, that, when dry, is capable of being crumbled, pulverized or reduced to powder by hand pressure.

Do not enter numbers in the boxes with an "X."

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
22 Friable Asbestos				X	X	X	X					

23. Petroleum Contaminated Soil means a soil that, as a result of a release or human usage, has absorbed or adsorbed only petroleum or petroleum by-products at concentrations above those consistent with nearby undisturbed soil or natural earth materials. Petroleum and petroleum by-products include, but are not limited to diesel fuels, kerosene, gasoline, hydraulic fluids, jet engine fuel, and motor oil.

24. Other Waste (specify) means any wastes that do not meet the previously defined waste types. Enter the total of all other wastes. A brief description of the waste must be provided in Facility Comments. Example: 42 tons includes - Dirt and Soil, 10 tons; Inert waste, 5 tons; Rubber, 25 tons Wood chips, 2 tons.

25. Total means the total of the waste reported in that column of the table (Example: the total waste received, landfilled, incinerated etc.). **The on-line form calculates and returns the "Total" after the form is submitted for future review.**

****Waste Management-** Columns are used to identify how the waste types were managed. Beginning with the Annual Reporting Period 2012, DEQ Form 50-25 now has 3 broad categories for identifying how waste was managed:

- **On-site Management of Waste**
 - Landfilled Column (c)
 - Recycled Column (d)
 - Composted Column (e)
 - Incinerated Column (f)
 - Mulched Column (g)
 - Other Column (h)
- **Sent Off-Site to be:** Recycled or Treated, Stored, Disposed Column (i)
- **Stored On-site** Beginning of Reporting Period and End of Reporting Period Column (j)

In most cases, the amount of waste received and mined materials should equal the sum of the amounts managed by the listed methods. See the section entitled "Balancing a Row" for detailed instructions.

a) Total Amount of Waste Received - Enter number only (no commas or text). All waste that was received by the facility during the Annual Reporting Period must be reported in this column.

b) Mined Materials – Beginning with the 2012 Annual Reporting Period the mined materials column was added. Facilities mining landfilled materials use this column to report the amount of excavated materials. Use columns c through j to show how the material was managed. Provide additional information in "Facility Comments" about mining activities that include a breakdown of the types and estimated quantities of mined materials.

If the excavated waste was not weighed, the quantity may be estimated in cubic yards then converted to tons using a site-specific or published value.

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
13 Municipal Solid Waste		100								100		
14 Construction/Demolition/Debris		500		200					300			

Facility Comments

Mined materials total 600 tons. Recycled on-site 200 tons crushed brick. Off-site recycling included glass 50 tons & wood 250 tons.

On-Site Management of Waste - columns c, d, e f, g, and h

c) Landfilled - Enter number only (no commas or text).

Waste that was landfilled on-site must be reported in this column. Waste received at a facility that was later sent off-site for management through landfilling must not be reported in this column. Instead it must be reported in the "Sent Off-site to be: Treated/Stored/Disposed" column. Example: Waste received at a transfer station that was later sent off-site to a landfill must be reported as "Sent Off-site to be: Treated/Stored/Disposed." Regulated medical waste shall not be landfilled.

d) Recycled - Enter number only (no commas or text).

Waste material that was removed from the incoming waste stream and processed into a raw material for a product must be reported on this column. Only consider items that are truly recycled, not reused. Recycled means "the process of separating a given waste material from the waste stream and processing it so that it may be used again as a raw material for a product, which may or may not be similar to the original product. Recycling shall not include processes that only involve size reduction." NOTE: Only report material that was both separated AND processed into a raw material at the facility. If the waste material was not separated AND processed, it may not be recorded as "recycled." (Example: Newspaper segregated from the waste stream and sent off-site to a processing facility for recycling should not be counted as recycled, by the reporting facility.) Other amounts may have been sent off-site for recycling or mulched, which are reported in different columns.

e) Composted - Enter number only (no commas or text).

Waste that was stabilized on-site through a controlled aerobic decomposition process must be reported in this column. Not all waste types can be composted. Regulated medical waste, incineration ash, tires, white goods, asbestos, and petroleum-contaminated soil cannot be managed through composting. For compost facilities, only the volume that could not be composted and was sent off-site for disposal should be recorded as "sent off-site". Composted material is considered a product, not a waste, and does not have to be reported on this form.

f) Incinerated On-Site - Enter number only (no commas or text).

Waste that was incinerated on-site must be reported in this column. Waste received at the facility but that was later sent off-site for incineration may not be reported in this column. Instead it must be reported in the "Sent Off-site to be: Treated/Stored/Disposed" column. Example: Waste received at a transfer station that was sent off-site to an incinerator must be reported as "Sent Off-site to be: Treated, Stored, or Disposed," not incinerated. NOTE: "Open Burning" is not the same as "Incineration." Waste that is open burned would be included in the "Other" column h. Incineration is a treatment technology involving destruction of waste by controlled burning at high temperatures. The process for incineration is not the same for all facilities. Some facilities presort waste and remove recyclables in conjunction with a material recovery

facility (MRF). Presorting can also remove hazardous waste and noncombustible materials. Some facilities remove ferrous and nonferrous metals after incineration.

Incineration Facilities that operate in conjunction with a MRF

The total amount of waste received for each category of waste is recorded in column A. For each type of waste received the amount of recycled products removed should be reported in the columns "Sent Off-site to be Recycled", "Recycled On-Site" or "Sent Off-Site to be Treated, Stored, Disposed" (TSD). Ash generated is recorded on row 18.

The example below shows that 10,000 tons of MSW was received. Prior to incineration 1,500 tons was screened to be recycled and 500 tons for disposal. The 750 tons of ash generated was sent off-site to be treated, stored or disposed.

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
13 Municipal Solid Waste	10,000					8,000			1,500	500		
18 Incineration Ash										750		

Incineration Facilities that do not operate in conjunction with a MRF

The total amount of waste received for each category of waste is recorded in column A.

Materials that are separated prior to the incineration for disposal are recorded on the same row in the "Sent Off-Site to be: Treated Stored, Disposed"(TSD) column. Ash generated is recorded on row 18. Recyclable materials such as ferrous and nonferrous may be recovered after the burn.

The example below shows that 100 tons of MSW was received. After incineration, 10 tons were reclaimed to be recycled and 15 tons of ash was sent off-site to be treated, stored, or disposed.

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
13 Municipal Solid Waste	100					100						
18 Incineration Ash									10	15		

If your facility **accepts only presorted waste or waste generated on-site** and incinerates all of the material, then for each waste type report the amount of waste received and the amount incinerated on the same row. Ash generated is recorded on row 18.

Waste Type	Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
			Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
13 Municipal Solid Waste	7,000					7,000						
18 Incineration Ash										285		

g) Mulched - Enter number only (no commas or text).

h) Other - Enter number only (no commas or text).

Wastes managed by methods other than those specified in the previous columns are recorded in this column. A description of how the waste type was managed along with the amount of

waste managed should be included in the Facility Comments. *i.e.* 1.5 tons RMW steam sterilized or 2.2 tons vegetative/yard waste open burned.

i) Sent Off-Site to be: - Enter number only (no commas or text).

Waste that was not treated, stored, or disposed of at the receiving facility but was sent off-site to another facility for management must be reported in this column. Example: Ash generated from an incinerator process sent off-site to be disposed must be listed in this column. The "Sent Off-site to be" column is divided into two sub-columns, "Recycled" and "Treated/Stored/Disposed." If waste is sent off-site for recycling (*i.e.*, metals to be reclaimed or tires for shredding and used as fill), it should be reported in the "Recycled" sub-column. If waste is sent off-site to be treated/stored/disposed it should be reported in the "Treated/Stored/Disposed" sub-column. If waste is sent off-site for purposes other than recycling or treatment/storage/disposal, then the "Other" column would be used.

j) Stored On-Site - Enter number only (no commas or text)

This column is also divided into two sub-columns: "Beginning of Reporting Period" and "End of Reporting Period." Waste that was stored on-site as of January 1st in the reporting period is reported in the first sub-column. If no information is available, please refer to the last year's Solid Waste Information Assessment form to derive this information. Waste that was remaining on-site at the end of the reporting period must be recorded in the second sub-column. Such waste does not include wastes that will remain on-site permanently, but instead includes wastes that are stored temporarily at the facility (*i.e.*, white goods awaiting pickup by off-site metal recycler; regulated medical waste in storage awaiting treatment). The total amount of waste landfilled at a facility must not be listed in this column; it must be listed in the "landfilled" column.

Stored On-Site: (j)	
Beginning of Reporting Period	End of Reporting Period
Stored on-site as of January 1, 2012	Stored on-site as of December 31, 2012
Show how this waste was managed	This number should be recorded on next year's form in "Beginning of Reporting Period"

**** Balancing Rows for Waste Received**

Basically there are two methods for balancing a row. The calculations for Method 1 and Method 2 add up differently, but both methods check that the row is in balance. If no waste is stored on-site, then use Method 1. **Note:** Substituting column a values with column b values can be used to balance a row for mined materials.

Method 1) The total waste received listed in column (a) plus the waste stored on-site at the beginning of the reporting period (j), should equal the total waste managed under each of the methods (c), (d), (e), (f), (g), and (h). Or looking at this as a formula: $a + j$ (Beginning of Reporting Period) = $c + d + e + f + g + h + i + j$ (End).

Method 2) Looks at the waste stored on-site. If the stored waste got **smaller**, then the total of the other managed columns will be more than the total waste received. If the stored waste got **larger**, then the total of the other managed columns will be less than the total waste received.

Look at these examples:

Example 1

Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
		Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
4,000		4,500								700	200

Method 1) $a + j \text{ (Beginning)} = d + j \text{ (End)}$
 $4,000 + 700 = 4,500 + 200$

Method 2) The stored waste got **smaller** $700 - 200 = 500$. 500 tons from the stored waste was managed. So the total landfilled amount is $4,000 + 500 = 4,500$ (column c, how the waste was managed).

Example 2

Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
		Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
6,000		5,300								100	800

Method 1) $a + j \text{ (Beginning)} = d + j \text{ (End)}$
 $6,000 + 100 = 5,300 + 800$

Method 2) The stored waste got **larger** $800 - 100 = 700$. 700 tons of the 6,000 tons received was managed by being stored on-site. The on-site stored waste increased so the total landfilled amount is $6,000 - 700 = 5,300$ (column c).

Example 3

Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
		Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
5,000		2,600	1,500				500	1,000		700	100

Method 1) $a + j \text{ (Beginning)} = c + d + h + i \text{ (Recycled)} + j \text{ (End)}$
 $5,000 + 700 = 2,600 + 1,500 + 500 + 1,000 + 100$

Method 2) The stored waste got **smaller** $700 - 100 = 600$. 600 tons of the 5,000 tons received was managed. $5,000 + 600 = 5,600$ would need to be the sum of the other managed columns (excluding stored on-site columns) $5,600 = 2,600 + 1,500 + 500 + 1,000$.

Example 4

Total Amount of Waste Received (a)	Mined Materials (b)	On-site Management of Waste						Sent Off-site to be: (i)		Stored On-site (j)	
		Landfilled (c)	Recycled (d)	Composted (e)	Incinerated (f)	Mulched (g)	Other (h)	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
9,000		2,600	1,000				2,000	3,200		300	500

$$\text{Method 1) } a + j (\text{Beginning}) = c + d + h + i + j (\text{End})$$

$$9,000 + 300 = 2,600 + 1,000 + 2,000 + 3,200 + 500$$

Method 2) The stored waste got **larger** $500 - 300 = 200$. 200 tons of the 9,000 tons received was managed by being stored. $9,000 - 200 = 8,800$ would need to be the sum of the other managed columns (excluding stored on-site columns) $8,800 = 2,600 + 1,000 + 2,000 + 3,200$. **An exception to this is if waste is generated at the facility. For example, an incinerator generates ash, but since the ash weighs less than the original waste that was brought to the site the equation above will not balance for an incinerator or some RMW treatment activities.**

Facility Comments – Use the comment field to describe “Other Wastes” on Row 24. Landfills that are mining materials must provide a brief description of the mining activity that includes the types and estimated quantities of mined materials. Also use this field to describe reasons for significant increases or decreases compare to previous reporting year in waste amounts received; factors affecting changes in remaining capacity and expected life; conditions or events that occurred that impact waste amounts; clarification of reporting waste in tons or cubic yards; or any information that is necessary to clarify information.

26. Printing the form

Note that print options may differ from one system to another. A combination of the following suggested steps may help in printing the form:

1. Go to the menu and click on File > Page Setup option. You may:
 - a. Select a specific paper size
 - b. Select Orientation as Landscape
 - c. Opt for zero (0) margins
 - d. Click on <OK> to accept changes to the Page Setup
2. You may go to the menu and click on File > Print Preview to view the page to be printed. Click on <Print> to send the page(s) to the printer.
3. You may also go the menu and click on File > Print.
4. Note that the form may print 2 pages.

Should you have more lines within the Comments field than what is displayed on the screen, you may select the entire Comments' contents, cut and paste it into a text editor (Notepad, MS Word, etc.), and print it for your records.

Using **PDF Writer**, you may save and print forms as a one page 8 ½" x 11" document by:

1. In the browser, click on “File” > “Print.”
2. Select “PDF Writer” from the list of printers, then click on “Preferences.”
3. Under the “Page Setup” tab.
 - Set the “Orientation” to Landscape
 - Set the “Scaling” to 75%.
4. Click “OK” then click “Print.”
5. Now, the **.pdf document** may be saved in a desired location.

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